

Job Title:	Assistant Parks & Grounds Administrator
Job Description Number:	1617
Department/Division:	Parks & Recreation/Grounds
Exemption Status:	Exempt
Pay Grade:	110
Immediate Supervisor:	Deputy Director of Parks and Recreation
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Manage and direct the operation of City's park system and office/park shop. Provide support and guidance to the department's business management. Plan, coordinate, and supervise park projects. Manage the City's playground risk management plan. Represent the Department and work as a liaison within the City and outside organizations. Manage the daily operations of the park and grounds office/shop and responsible for the operation and maintenance of the City's park system. Provide support and guidance to the department's business management to include budgeting, policy implementation, property acquisition for the development of future park space, contract administration, oversight of procurement, and grant writing. Responsible for the oversight and management of Division's budget to include project development and management. Work as a liaison between the Parks and Recreation Divisions and other City departments and outside organizations to create goodwill and community support.

Essential Functions:

Supervise the daily operations of the park and grounds office/shop and responsible for the operation and maintenance of the City's park system (35%): Direct the administrative functions of the park, office, and shop. Provide oversight for park maintenance scheduling and overall operations of the three park districts. Supervise the department's contracted services. Supervise employees, perform employee evaluations, review applications for job opening, and make decisions on personnel issues. Make decisions pertaining to park facilities, amenities, and design to ensure the safety of its users. Oversee the department's skill progression plan and safety training programs.

Provide business management support and guidance to the department's operations (35%): Provide oversight for the development and management of the department's capital and operating budgets to include presenting to city staff. Provide senior staff members with detailed information on finance and capital projects. Prepare and negotiate contracts and agreements with outside organizations. Assist with park development and property acquisition for the use of future park space. Enforce, interpret, and develop city/departmental policies and works with Human Resources in conjunction with City policies. Supervise purchasing on all capital items. Assist in acquiring and obtaining grants. Provide parks and recreation staff with a resource for business related issues.

Responsible for the planning and coordination of park projects (15%): Develop the scope for capital projects. Submit capital improvement project request and present project scope to key stakeholders. Develop specifications for park projects. Supervise and inspect work performed by

consultants, architects, and contractors for compliance with contract specifications. Approve certification for payment. Manage the budget associated with each project.

Work as a liaison between the Parks and Recreation Divisions and other City departments and outside organizations to create goodwill and community support (10%): Respond to citizen requests/complaints. Work in conjunction with risk management on issues regarding claims against the department. Work with outside agencies to provide support and guidance on project development and organization. Work with outside organizations on the use of the City's parks and facilities. Assist homeowner's associations and volunteer groups on neighborhood and park improvement projects. Participate on City and non-profit committees/boards.

Manage the City's playground risk management plan to include oversight of the design, installation, inspection, and audits of all playgrounds (5%): Oversee the installation of playground equipment to meet ASTM standards and CPSI recommendations. Manage the inspection and auditing process of City playground equipment for compliance with National Safety Standards. Prepare playground specifications for the design and construction of new playgrounds. Work with playground manufacturers on issues regarding warranty, repair, and replacement of structures.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Physical Demands: Continuously requires vision, and talking. Frequently requires standing, fine dexterity, walking, foot controls, and hearing. Occasionally requires reaching, handling, bending, and twisting. Rarely requires lifting, carrying, sitting, kneeling, crawling, pushing/pulling, climbing, balancing, and crouching.

Machines, Tools, Equipment, and Work Aids: Copier, telephone, cell phone, digital camera, scanner, calculator, measuring instruments, and playground safety equipment/tools.

Computer Equipment and Software: Personal computer, Microsoft programs (Word, Excel, Outlook, PowerPoint, Publisher), Adobe Acrobat, MapIt, AS400, GroupWise 7.0, and ARCGIS.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Monthly exposure to extreme temperature, wetness and/or humidity, and respiratory hazards. Seasonal exposure to noise and vibration.

Health and Safety: Rare exposure to mechanical hazards, chemical hazards, electrical hazards, fire hazards, and communicable diseases.

Primary Work Location: Office Environment and Outdoors.

Protective Equipment Required: Steel-toed shoes and safety vest.

Non-Physical Demands

Frequently requires time pressures, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires emergency situations and noisy/distracting environment.

Job Requirements

Formal Education: Bachelor's degree in Parks, Recreation, and Tourism Management or related field is required.

Experience: Over four years of experience in Parks and Recreation field, budgeting, office management, project management, and purchasing.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: Certified Playground Safety Inspector within 6 months of hire, Non-Commercial S.C. Pesticide License within 6 months of hire, American Red Cross First Aid, and CPR.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include Department of Transportation, SCRPA, contractors/consultants, vendors, special events and other recreation organizations, citizen and community groups. Internal contacts include Human Resources, Public Works, Economic Development, OMB, Public Information and Events, Police and MIS.

Management and Supervision: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. Semi-complex scope of supervision. This position is responsible for supervising the positions of Superintendent of Grounds, Administrative Assistant, and Operations Coordinator.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Advanced application: Work affects accuracy of multiple projects.

Fiscal Responsibility: Position does research for budget forms and requests, prepares draft documents, and oversees non-discretionary expenditures for a specific program, grant, or project.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.